

Rockridge High School

“Home of the Rockets”

2015-2016 Parent-Student Handbook



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Mrs. Katy Hasson
Principal
Mr. Scott Daly
Associate Principal/Athletic Director

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Rockridge Board of Education

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Mr. Steve Frakes.....Vice President
Mrs. Heidi Schultz..... Secretary
Mrs. Janet Flaherty.....Member
Mr. Bill Woods.....Member
Mr. Nathan Faith.....Member
Mr. Matt Brown.....Member

Administrative Staff

TBA..... Superintendent
Mrs. Katy Hasson.....Principal
Mr. Scott Daly..... Associate Principal/Athletic Director

Teaching Staff

Ms. Cassey Attebery..... Business
Ms. Daphne Beal..... Physical Education
Ms. Ellen Beguelin..... Special Education
Mr. Jay Bizarri..... English/Journalism
Mrs. Joy Carter..... Spanish
Mrs. Tami Clarke..... Mathematics
Ms. Brandy Cope..... English
Mrs. Angie DeKeyrel..... Mathematics
Mr. Curtis Fischer-Oelschlaeger..... Vocal Music
Mr. Bill Gorham..... Industrial Arts
Mrs. Tammy Gorham.....Science
Mr. Samuel Graves..... Business
Mr. Allen Hyett..... Vocational Agriculture
Mrs. Valerie Kline..... English
Mr. John Kroener..... Social Studies
Mrs. RaeAnn Latko..... French & Spanish
Mrs. Deanna Lee..... Mathematics
Mr. Jonathan Lehtola..... Technology Coordinator
Mrs. Janet Ludin..... Special Education
Mr. Patrick Lynch..... Driver Education
Ms. Jillian Morrison..... Art
Ms. Jacqy Peterson..... Librarian/Social Studies
Mrs. Lisa Schwartzkopf..... Special Education
Mrs. Mary Strachan..... Special Education
Mr. Tom Thompson..... Science
Mrs. Lei Thorton-Scarff..... Science
Ms. Brandee Tiffany..... Social Studies
Mrs. Kim VanDeWoestyne..... Health/Physical Education
Mr. Toby Whiteman..... Physical Education
Mrs. Jessica Zabransky..... Instrumental Music

Student Services

TBA..... School Nurse
Mrs. Anne Bohnsack..... Guidance Counselor
Mrs. Jamie Dilulio Special Education Interpreter
Mrs. Wendy Fry Special Education Aide
Mrs. Dianne Gibbs Attendance Secretary
Mrs. Jeri Lynn Hawk..... Guidance Secretary/Registrar
Mr. Nick Iams..... School Resource Officer
Mrs. Aimee Neece Special Education Aide
Mrs. Kristi Workman..... Secretary

Custodial Services

Mr. Martin Fratzke Program Manager
Mr. David Glines Maintenance
Mr. Matt Paul Day Custodian
Mr. Curtis Bell Night Custodian
Mr. Shawn Collins..... Night Custodian
Ms. Colleen Gates..... Night Custodian
Mrs. Sharon Ingle Night Custodian
Mr. Clarence Seymour Night Custodian

Cafeteria Services

Mrs. Lori Barber.....Cook
Mrs. Katie PearsonCook
Mrs. Lisa Powell.....Cook
Mrs. Sandra Robinson Head Cook
Ms. Sherry Rowland.....Cashier
Mrs. Denise SampicaCashier
Mrs. Julie StinebaughCook
Mrs. Shelly Swan..... Dishwasher

ROCKRIDGE HIGH SCHOOL: MISSION, GOALS, & OBJECTIVES

Mission Statement

The mission of Rockridge High School is to prepare our students to be positive, productive members of a changing global society. Our staff will provide, with the help and support of parents and members of the community, a caring educational environment that promotes a wide array of intellectual, aesthetic, social, emotional, multi-cultural, physical, and vocational experiences.

Goals and Objectives

The School Board and staff will work together to establish an environment conducive to the very best learning achievement for each student through the implementation of the following goals regarding students:

- to enhance equal educational opportunities for all students;
- to promote faithful attendance;
- to ensure that the constitutional rights of all students as citizens in a democracy have practical meaning and application;
- to develop in students a deep sense of personal responsibility for their actions;
- to attend vigorously to matters of student safety, health and welfare;
- to deal justly and constructively with all students in matters of discipline;
- to help all students feel that they are valued as individual persons in the school environment.

School Board Goals

Goal Number One : Rockridge CUSD #300 will increase math and reading achievement with a focus on high school.

Goal Number Two: Rockridge CUSD #300 will expand our course offerings by including AP Courses, Dual Credit Courses, and ACT Prep.

Goal Number Three: Rockridge CUSD #300 will develop a plan to implement a community service requirement.

Goal Number Four: Rockridge CUSD #300 will increase community involvement in our schools and school involvement in our community.

Goal Number Five : Rockridge CUSD #300 will improve the infrastructure (heating, cooling, plumbing, and electrical) systems within district buildings.

GENERAL INFORMATION

Graduation Requirements

THE FOLLOWING REQUIREMENTS FOR GRADUATION HAVE BEEN ESTABLISHED BY THE BOARD OF EDUCATION.

1. Credits: a minimum of twenty-two (22) units of credit.
2. Attendance: eight (8) semesters.
3. English: four (4) units of credit.
4. Science: two (2) units of credit.
5. Mathematics: three (3) units of credit to include Algebra & Geometry.
6. Social Studies: one (1) unit of credit in U.S. History, one-half (½) unit of credit in American Government and one-half (½) unit of elective credit. Students are required to pass both the U.S. and Illinois Constitution Exams.
7. Consumer Education: one-half (½) unit of credit.
8. Health: one-half (½) unit of credit.
9. Driver Education: one-half (½) unit of credit.
10. Physical Education: four (4) units of credit. One-half (½) unit of credit may be waived during the semester in which Health is taken.
11. Other: one (1) unit of credit in any of the following areas: art, band, chorus, foreign language or vocational education.

Special Notes

1. A regular class load is six (6) classes (including Physical Education) and a study hall each semester.
2. Students are expected to be in attendance at Rockridge High School the entire day. The only exceptions are classes at the Area Career Center, Outreach Center, or Community College. Work releases are no longer permitted beginning in 2012-13.
3. Exemptions from Physical Education may be granted to students in the following situations:
 - a) Involvement in an interscholastic athletic program (grades 11 and 12) or
 - b) Marching Band (grades 11 and 12) or
 - c) Specific academic circumstances as approved by the principal.
4. A student must be fifteen years old or older at the beginning of the driver's education course and have successfully completed Junior High. State Law requires that a student must pass eight (8) classes during the previous two semesters to enroll in driver's education.
5. A student must submit a doctor's written request to the physical education instructor to be exempt from participation in P.E. for a period specified by the doctor. Class attendance is still required.
6. Units of credit received from other state recognized institutions may be awarded credit comparable to that given by RHS.
7. Units of credit from institutions of higher learning will be accepted on a prior approval basis obtained from the high school principal.
8. Credit from tutorial services or any other recognized program of 60 seat hours per ½ credit will be accepted on a prior approval basis obtained from the high school principal. Students are limited to four (4) semesters of credit (two credits total) from tutoring during high school. Such credit will be accepted if (a) scheduling conflicts have prevented the student from taking the course (b) the credit represents any course not offered at RHS (c) a student has previously failed the course.
9. Courses taken on an independent basis must be pre-approved by the guidance office and the instructor involved. Independent courses may be taken on a pass/fail basis only.
10. Should a student need to earn extra credits due to failure, he/she may do so by:
 - a) Enrolling for one additional class at RHS (a maximum of seven credits per year).
 - b) A student who is sixteen (16) or older may attend the summer school program at the Blackhawk

Outreach Center, Rock Island. The student could earn a maximum of one (1) credit per summer. Credit from courses taken at the Outreach Center may be taken on a pass/fail basis only. **Note: The student must provide transportation to and from the Outreach Center**

- c) Hiring an approved and certified tutor, at the student’s expense, for 60 seat hours and earning ½ credit. Tutoring cannot be provided by a parent or grandparent. Tutoring credit will be awarded on a pass/fail basis only. Students are limited to four (4) semesters of credit (two credits total) from tutoring during high school.
- d) Attending one of the summer school programs offered at RHS or other area high schools and earning a maximum of ½ credit. All fees and transportation expenses are paid by the student.
- e) Attending Black Hawk College evening or summer classes. RHS will accept 1/3 of the credit awarded by BHC. Students must be sixteen (16) or older and all tuition and fee expenses are to be paid by the student.
- f) Up to four (4) semesters of credit (two credits total) may be recovered through the approved on-line program Illinois Virtual School (IVS). All fees/tuition expenses are paid by the student. Prior approval of the RHS administration is required.

Please Note: Credit from outside sources must have prior approval by the administration.

Grading

The Rockridge High School grading system is based on a two semester school year with two 9-week grading periods per semester. Progress reports will be sent at the midpoint of each 9-week grading period and report cards will be issued shortly after the end of the grading period. Report card grades will be issued on the following performance basis:

- A 93-100
- B 85-92
- C 76-84
- D 65-75
- F Below 65

Rockridge High School assigns differing values to grades earned from course work for the purpose of determining the student’s Grade Point Average (GPA). Students should consult the registration materials for the weighted grade assigned to each course. Courses are categorized as weighted or regular. **In order to receive weighted credit toward the GPA, a student must earn a “C” or better in the weighted course.** Beginning with the 2010-2011 school year, Physical Education will be calculated in the GPA. The point valuation for computing GPA at the end of each semester is listed below.

	Weighted	Regular
A	5	4
B	4	3
C	3	2
D	1	1
F	0	0

Class Rank Index: The Rockridge Board of Education approved a Class Rank Index system in March, 2015 that went into effect at the end of the 2014-15 school year. The new Class Rank Index is a mathematical formula that incorporates a student’s ACT Score, GPA, number of core classes (& grades), and number of weighted classes (& grades). The Class Rank Index is computed in a spreadsheet for each student as follows: (ACT score x 2) + (GPA x 20) + (Core As x 4) + (Core Bs x 3) + (Core Cs x 2) + (Core Ds x 1) + (Weighted As x 5) + (Weighted Bs x 4) + (Weighted Cs x 3) = Index Score. Students will be ranked only after their sixth, seventh, and eighth semesters using this formula. Students will not be ranked prior to the sixth semester.

Courses Offered: A complete listing of courses offered will be made available on-line to students prior to course registration. Additional copies are available upon request in the High School Office and Guidance Office.

Honor Roll

At the end of each grading period, an honor roll will be published. Students who achieve a grade point of 3.4 or higher will be placed on the honor roll. Students who achieve a grade point of 4.0 or higher will be recognized as being on the “high honors” roll. Those students who receive a cumulative grade point average of 4.0 or higher during the course of their high school career will graduate with “high honors” and will receive special recognition at graduation.

Failures and Incompletes

Any student receiving a grade of F for a semester grade should repeat the semester if the credit is required for graduation. The student will receive credit only for the semesters that are successfully completed. Incomplete grades must be made up within five (5) school days following the end of the grading period. Extenuating circumstances such as prolonged illness will permit a longer grading period. Incompletes not made up will be recorded as an F on the student’s transcript. No credit is awarded for an incomplete grade.

Pass Restriction

A student receiving two (2) Ds or one (1) F for any quarter grading period will lose his/her pass privileges for the next grading period. Students will still be allowed to go to a specific teacher for academic assistance, but will lose all other pass privileges.

Dropping a Course, Schedule Imbalances

A student may decide to drop a course without repercussion within 3 days of the beginning of the semester, as long as there is a compelling educational reason to make such a change. Students are expected to keep the courses they sign up for the previous spring during registration. Such changes can only be made with permission from the student’s teacher or counselor, and the proper paperwork will need to be completed before the change will be made. Year-long courses may not be dropped at the semester without teacher approval. Imbalances in a schedule can be resolved without such paperwork through the counseling department. If a student wishes to drop a course no later than the end of the first grading period of that semester, he/she will be assigned a WP (withdraw passing) or a WF (withdraw failing) for the semester depending on the student’s grade in that course at the time of dropping. A grade of WF will adversely affect his/her grade point average. Courses dropped after the first grading period of the semester (for semester courses) will be assigned a WF regardless of the student’s grade at that time. Year-long courses dropped after the first grading period of the school year will be assigned a WF regardless of the student’s grade at the time of dropping.

Textbook Rental and Fees

9-12 Grades (includes activity and lab fees).....	\$100.00
Driver Education Fee	\$150.00
Vocational Fee (Area Career Center).....	\$50.00
Student Parking Fee	\$50.00
Insurance-School Time	TBA
24-Hour Insurance.....	TBA

Charges

A student entering Rockridge High School during the first semester will pay the full amount for registration fees. A student enrolling during the second semester will pay ½ of the registration fees.

Refunds

Refunds granted during the first semester will be ½ of the full year's fees. No refunds will be granted to students who transfer during the second semester or to students who drop out of school anytime during the school year.

Student Fee Waiver

Students whose families qualify for a free or reduced lunch may be eligible for a waiver of student fees. Forms implementing any of the above services may be obtained at any of the administrative offices.

STUDENT SERVICES

Guidance Services

1. Rockridge High School offers to the students a comprehensive guidance program that includes:
2. Freshmen and new student orientation activities
3. Personal, social and academic counseling
4. College and career planning
5. Referral services
6. A variety of workshops and activities specifically developed to address the general needs of the student.

The counseling offices are located on the 2nd floor of the high school. Students are encouraged to avail themselves of the many services offered by the guidance office. The information shared in a counseling relationship needs to be treated with the deepest respect. In general, we will tell no one of what a student shares with us. However, we are obligated to divulge information to the parents of minors, as ordered in a court of law, and to protect students from hurt, including abuse and neglect, as well as to warn those a student plans to hurt. In the case of harassment, abuse, or imminent danger a school counselor may be legally bound to tell the proper authorities.

Cafeteria Services

All students are encouraged to participate in the hot lunch program. It is economical as well as a good health practice. Ala Carte services will also be available to the students who desire food other than that offered on the Type A menu. Note: Food purchased in the cafeteria by must be eaten in the cafeteria. Students are not permitted to "order in" or have food delivered to the cafeteria.

Free and Reduced Lunches

A free and reduced lunch program is available to students whose families qualify for this program. An application must be filled out and filed with the high school office. Students will be notified within 10 days after the application is filed as to their eligibility status for the program.

Work Permits

Students under sixteen (16) years of age who will be employed in Illinois must have a work permit. Work permits may be obtained from the high school office. The following information must be presented:

1. Proof of age
2. The completion of the form requiring a statement of intention to employ signed by the sponsor or employer which sets forth the nature of work, exact hours of day, number of hours per day and the number of days per week the minor will be employed.

College Days

Juniors are allowed one school day and seniors two school days each year to visit a college campus. A college day may be granted if the student makes arrangements at least one day in advance with the counselor. Teachers must be notified and homework must be turned in prior to the absence.

Student Records

Both permanent and temporary records are kept for each student at Rockridge High School. The following is a summary of the major provisions of these laws and regulations:

1. The student permanent record consists of basic identifying information, academic transcript, attendance records, accident reports and health record, record of release of permanent records and other basic information. The permanent record is kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student's permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, records of release of temporary records and disciplinary information. The temporary record is reviewed every four years for destruction of out-of-date information and the file is destroyed entirely within five years after graduation or permanent withdrawal.
3. Parents have the right to:
 - a. Inspect and copy any or all information contained in a student's record. There may be a small charge for copies, not to exceed 35 cents per page. However, no parent or student may be denied a copy of student records because of an inability to pay such costs.
 - b. Challenge the contents of the records, except grades, by notifying the principal or the records custodian of any objection to information contained in the records. An informal conference will be scheduled within 15 school days to discuss the matter. If no satisfaction is obtained, a formal hearing conducted by a hearing officer not employed in the attendance center in which the student is enrolled will be scheduled.
 - c. Request and receive copies of records proposed to be destroyed. The school must notify parents of the destruction schedule.
 - d. Inspect and challenge information proposed to be transferred to a school outside the district or to another school district in the event of transfer.
4. Local, state and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. Parents must be notified of the release of records because of court order or subpoena. All other releases of information require the informed written consent of the parent or eligible student.
5. Schools may disclose, without consent, directory information such as a student's name, parents' names, address, gender, grade level, academic awards, degrees, and honors, information related to school sponsored activities, organizations, and athletics, and periods of attendance. However, schools must inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. Parents will be given the opportunity to "opt out" of the disclosure of this information through the registration process.
6. No person or agency having access to the temporary record through the provisions of the Illinois School Student Records Act may force a parent or student to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

SCHOOL REGULATIONS – ATTENDANCE POLICY

Student Attendance

- Regular attendance is essential for success in school work. Therefore, all students are expected to be prompt and in regular attendance when school is in session. Going to school should be considered the same as a full time job. Students with perfect attendance will be recognized at an awards ceremony at the end of the school year.
- An excused absence is one which is the result of illness, observance of a religious holiday, death in the immediate family, family emergency, circumstances which cause reasonable concern to the parent for the safety or health of the student, or other circumstances as dictated by school administration, has demonstrated valid cause for his/her absence.
- All other absences **MAY** be counted as an unexcused absence.
- In order for an absence to be considered excused, parent or guardian of the student that is absent from school must notify the school by telephone, personal contact, or note before school begins the day of the absence.
- Parents wishing to arrange pre-excused absences may do so by sending a note to school or calling the high school office. At that time a pre-excused absence request will be given to the student. This form will be taken to each teacher who will authorize the absence and indicate any work that should be done while the student is not in school. This work must be turned in by the due date indicated by the teacher.
- Calls to the school office may be made after 7:30 a.m. on the day of the absence and before 9:00 a.m. on the school day of the absence for each school day missed. The office phone number is 309-793-8020. If a phone call is not possible, notes from the parent/guardian explaining the absence will be accepted upon the student's return to school.
- Documentation for verification **MUST** be obtained for absences resulting from the following reasons:
 1. Illness in excess of three (3) consecutive days
 2. Doctor and/or dentist's office
 3. Hospitalization
 4. Medical treatments and other professional services for out-patient care.
 5. Emergency room treatment.
 6. History of chronic and recurring health problems (for these cases a doctor's statement is to be put on file in the office at the beginning of each school year).
 7. Attendance at funerals
 8. Court appearances
 9. Principal's prior approval
- Failure to give proper notification to the school within two (2) school days of the student's return will result in the absence being considered unexcused. The determination as to whether the absence is considered excused or unexcused is the responsibility of the school based on the criteria stated previously. The responsibility of the parent is to report the reason for the absence.
- Students unexcused will make up all tests or homework missed. Students must understand that certain laboratory and/or classroom situations cannot be duplicated for their convenience.
- Students leaving the building for doctor, dental or parent/guardian request are required to have the parent or guardian contact the high school office by telephone, personal contact, or note prior to leaving the building and are expected to sign out and/or in at the office.
- A student who is absent from school without valid cause is considered truant. Truancy is a violation of the Illinois School Code and will be considered a discipline issue.

Ten Day Policy

Students are required to be in attendance every day school is in session. Occasionally absences will be necessary. However, students are allowed to be absent for a maximum of ten (10) day **PER CLASS** on a **SEMESTER** basis before being required to go through a waiver process. The following steps will be followed based on each semester's attendance:

1. Seven (7) days/Semester
 - a. Confirm office records with teachers' records.
 - b. A letter is sent via first-class mailing.
 - c. Call home - request parent conference.
 - d. Student-Administrator conference.
2. Eleven (11) days/Semester
 - a. Loss of semester credit for each class.
 - b. Certified letter sent home with a copy of the student's attendance record and a waiver form.
 - c. Waiver process must be followed to petition for the return of credit.
 - d. Anyone absent from a class eleven (11) or more days (excluding suspensions) during a semester will not be granted credit for that class(es) except by the waiver process.

Waiver Process

The waiver process is a procedure for students who have lost their credit due to being absent eleven (11) or more days (excluding suspensions) to apply for reinstatement of credit by submitting a written waiver to the Attendance Committee. Credit can be reinstated only by approval of the Attendance Committee. The principal and the attendance committee reserve the authority to defer the ten day policy based on individualized situations. Waiver forms can be obtained from the attendance secretary in the main office. The properly completed waiver form must be returned to the attendance secretary within 10 school days after the mailing of the registered letter. A properly completed waiver form must include the following information:

1. Every absence date (excused or unexcused) must be listed in chronological order.
2. The precise reason for each absence must be given, in the absence of previous documentation.
3. A written statement to verify each absence must be included.

The Attendance Committee shall judge each waiver on its own merits. In the event sufficient information has not been provided for the Attendance Committee to render a decision, then the students and his/her parents/guardians will be contacted in order to arrange a hearing with the Attendance Committee to further explore and discuss the request for a waiver. If the student and his/her parents/guardians disagree with the decision of the Attendance Committee, they have the right to appeal the decision to the Principal. If they still disagree with the decision, they have the right to appeal the decision to the Unit #300 Board of Education.

Make-up Work

It shall be the responsibility of the student to make arrangements with the teacher for make-up assignments.

Students that have excused absences are expected to make up work and shall receive full credit for work. However, students must understand that certain classroom situations cannot be duplicated. It is required that make up work be completed within the number of school days missed. For example, if a student misses one day of school, he/she will be given one extra day to make up the assignment. Two days will be given two extra days, and so on. In addition, any student not in attendance will be responsible for **previously** assigned homework, (i.e., test, quiz, upon his/her return).

Vacations/Planned Absences: For planned absences, such as family vacations during the school year, parents must notify the RHS Office in writing or by phone prior to the time off. While such absences are discouraged during the school year, make-up work will be provided as long as teachers have sufficient notice. Once the parent notifies the Office of a planned absence, the student will be given a pre-excused absence form to take around to his/her teachers. Every effort should then be made to complete this make-up work in a timely

manner, as determined by each teacher. It must be realized that not all lessons taught in school can be made up at home or assigned weeks in advance. Make-up work cannot replace actual attendance in the classroom. It is the responsibility of the student to make-up all work that is missed.

Tardiness

Tardiness is defined as not being in the classroom when the tardy bell is finished ringing. Chronic tardiness will result in disciplinary action. (See “Student Behavior”, Number 18)

SCHOOL REGULATIONS – HARASSMENT/BULLYING POLICIES

Harassment Policy

No person, including a District employee or agent, or student, shall harass or intimidate another student based on a student’s sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical or visual, that affects tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment below:

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student’s educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to person’s alleged sexual activities. Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Associate Building Principal, or a Complaint Manager. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Associate Principal for appropriate action.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or

actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student of students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7.20, *Harassment of Students Prohibited* and 7.180, *Prevention of and Response to Bullying, Intimidation and Harassment*. These and all Rockridge School Board Policies can be accessed online at <http://rockridgeschools.org/school-board/rockridge-school-board-policy/>

Nondiscrimination Coordinator/Complaint Manager:

Dr. Chester Lien, 14110 – 134th Avenue W, Taylor Ridge, IL 61284, (309) 793-8001

Complaint Manager:

Mrs. Katy Hasson, 14110 – 134th Avenue W, Taylor Ridge, IL 61284, (309) 793-8020

STUDENT BEHAVIOR (CODE/RULES)

All students at Rockridge High School are responsible for their actions. To succeed, discipline must ultimately be “self-discipline.” Where a student is not capable of exercising appropriate self-discipline, sanctions will be imposed by the school. Teachers and administrators have a legal and moral mandate to insure an orderly educational climate in the school. The student body and the community take this mandate seriously and students deserve to have a safe school experience uninterrupted by disorder and disrespect. **Therefore, the following disciplinary procedures have been established for students who are:**

1. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Step 1

1. Notification of parent/guardian via mail
2. Rule clarification to students
3. Reprimand and warning issued to students

Step 2

1. Notification of parent/guardian via mail
2. Saturday School detention(s)
3. Parent conference may be requested

Step 3

1. Notification of parent/guardian via personal contact and/or mail
2. 1-10 days suspension (In-School or Out-of-School)
3. Parent conference may be requested
4. Possible recommendation for expulsion to be forwarded to Superintendent

*At any time in Steps 1, 2, or 3 a denial of privilege(s) may be invoked by the administration.

*The aforementioned steps are not, in all cases, a progressive hierarchy. Based on the disciplinary infraction, steps may be either skipped or repeated, as warranted.

*When needed, the school resource officer can and will assist the administration in conducting various investigations.

Disciplinary procedures will apply (but are not limited) to the following violations:

1. Classroom referral Steps 1-2-3
2. Unexcused absences (truancy).....Steps 2-3
3. Alcohol/Drugs (to include paraphernalia and look-alikes: Possession/Use/Distribution) Step 3
4. Smoking/Tobacco Products/Electronic Cigarettes/Vaporizers:
 - Lookout/Use/Possession/Distribution/Look-Alikes Step 3
5. Defiance of Authority/Insubordination (including all Staff)..... Steps 2-3
6. Assault - Verbal, Physical
 - Of another student(s) Steps 2-3
 - Of a teacher(s) Step 3
7. Stealing/Possession of Stolen Property..... Steps 2-3
8. Vandalism Steps 2-3
9. Unauthorized use of safety equipment..... Step 3
10. Unauthorized entry or unsupervised presence in or on the school building/grounds Steps 1-2-3
11. Closed campus violation..... Steps 2-3

- 12. Use/possession/distribution of explosive device..... Step 3
- 13. Unauthorized parking..... Steps 1-2-3
- 14. Gang Activity (includes the display of gang symbols/paraphernalia) Step 3
- 15. Electronic communication/entertainment devices..... Steps 1-2-3
- 16. Intimidation/Hazing/Threatening/Harassment..... Steps 1-2-3
- 17. Violation of Board of Education Policies Steps 1-2-3
- 18. Tardies - Chronic (more than 4 per semester) tardies to class Steps 2-3
- 19. Skipping Saturday School Step 3
- 20. Public Displays of Affection Steps 1-2-3
- 21. Plagiarism/Academic Dishonesty Steps 1-2-3

Saturday School

Saturday School is an alternative disciplinary action to out-of-school suspension. It is designed to permit a student to attend classes during the regular school day and still allows the enforcement of school regulations. Saturday School is viewed as a normal school day and all school rules, regulations and procedures are enforced. Saturday School will be held in two sessions: Part A from 8:30 to 10:00 a.m. and Part B from 10:00 to 11:30 a.m. If a student is assigned one-half (½) a detention it will be part A. **Failure to report to Saturday School will result in an issuance of a suspension unless prior arrangements are made by the parent/guardian.**

Saturday School Rules

- 1. Students must remain quiet at all times.
- 2. Students must remain in their assigned seats at all times.
- 3. Students must have appropriate materials to work on during their stay in detention.
- 4. Students will not be allowed to bring radios, headsets, etc. to the detention room.
- 5. Students will follow all rules set forth by the supervising instructor.
- 6. Failure to follow these rules will result in the issuance of a suspension(s).

Out-of-School Suspension

Out-of-School Suspension is the removal of a student from the school setting during the normal school day. The suspended student will be allowed to make up classroom work missed.

Expulsion

Expulsion is the removal of a student from the normal school setting and from all school functions for a period of time determined by the Board of Education. Only the Board of Education can expel a student after providing him/her with procedural due process.

Rockridge Illegal Substance Administrative Procedure

Rockridge School District is a **DRUG FREE ZONE**. In addition to school policies, criminal charges may also be filed and policies enhanced. For other than medicinal purposes, students who take, possess, give, sell, or are under the influence of drugs, look-alike drugs, alcohol or other harmful chemical substances, or possess drug paraphernalia on or about school property or at school-sponsored activities shall cause the following action:

- A. The parent or guardian shall be notified and asked to pick up the student immediately. A conference shall be held as soon as possible. A student shall not be permitted to leave school under the influence of one of the aforementioned substances if the parent or guardian cannot be located. If the parent/guardian remains unavailable at the end of the normal school day, police will be called.
- B. After preliminary investigation by a school administrator or other designee(s), a conference will be held with the parent/guardian regarding the violation and subsequent consequence.
- C. Consequences: Up to ten days out-of-school suspension. A report may be filed with the police, recommendation may be made for expulsion, and/or a denial of privileges may occur.

Weapons

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the board may modify the superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States code, firearm as defined in Section 1.1 of the Firearm Owners identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alikes" of any weapon as defined above. Any item, including but not limited to, a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Food and/or Beverages

No food and/or beverages (with the exception of bottled water) will be allowed in the classroom or hallways at any time without specific permission from the teacher in charge. Blatant abuse of this procedure will result in disciplinary action.

Electronic Communication/Entertainment Devices

Students are permitted to use their phones and other electronic communication/entertainment devices during lunch and passing periods ONLY. Use of these devices in the hallway, restrooms, or locker rooms during class time is prohibited. The use of these devices is strictly prohibited during class unless permission has been specifically granted by the teacher for research or other academic purposes. Students must use their electronic devices appropriately during these specified times, and consequences will remain in place for inappropriate activities such as cyber-bullying, academic dishonesty, and taking/sending/receiving inappropriate pictures. Students are expected to also use appropriate cell phone/electronic device etiquette which includes paying attention to surroundings while walking & talking/texting and only using one headphone/earbud to listen for safety and attention-getting purposes. **Students in violation of this policy will receive a full Saturday School assignment and a parent/guardian will be required to pick up the device.**

Computers and Other Technology

Rockridge Schools have an "Acceptable Use Policy" which governs the appropriate use of technology and the Internet in the educational setting. All students must sign along with their parent/guardian a form indicating that they agree to the conditions laid out in the "Acceptable Use Policy" and that failure to follow the policy will result in disciplinary action the least of which will be restricted use of school owned technology. Students may be permitted to bring personal laptops to class for project work only with specific permission of the teacher. Students will not be permitted to connect their personal computer to the school network for any reason.

Student Appearance

Rockridge students should dress appropriately for school and school functions including functions hosted by other schools. Parental concern for their child's appearance will aid in maintaining a high standard of educational atmosphere at Rockridge High School. Any form of personal appearance that causes a disruption of school activities or is offensive to school officials will not be permitted. Unacceptable school clothing includes:

- Clothing which makes offensive references to gender, race, national origin, culture, national heritage, or religion. Also, clothing which makes specific or implied reference to sex, alcohol, tobacco, or drugs.
- Any type of clothing that exposes undergarments.

- Shorts that are shorter than “fist length”.
- Halter tops and spaghetti strap tops.
- Blouses or T-shirts that expose the midriff or cleavage and/or constructed of transparent material.
- Spandex type shorts, leggings, tights, or tops unless they are the foundation of a “layered look”.
- “Muscle” shirts which have low hanging arms and/or neck holes.
- Gang-related apparel. (May warrant immediate disciplinary measures)
- Hats, caps, bandannas.
- Jackets or coats which are weather protective.
- Costumes are not allowed to be worn at any time without prior administrative approval. This includes face/body painting or coloring.

The student shall be afforded the opportunity, if practical, to change the offending clothing. If a student refuses, disciplinary action will occur. Alternatively, the offense may be reported to an administrator. First offense will receive a warning. A second offense within the school year shall be cause for disciplinary action and if the offending item is seized it shall be returned only to a requesting parent or guardian.

Book Bags

Book bags, duffel bags, oversized purses, etc., will not be allowed in the classroom as they take up aisle space, are cumbersome, and contribute to disorganization.

Cafeteria Rules

Rockridge High School has a closed campus. All students are to report to the cafeteria promptly during their designated lunch period. During lunchtime all students will conduct themselves in an orderly manner. All lunch trays and utensils should be returned to the proper places. All trash is to be placed in the trash cans. ***No food or drink is allowed to be taken out of the cafeteria.*** Any student leaving the cafeteria must have permission from the supervisor. Passes may be issued to the restroom and office, but not to student’s locker. Passes to teachers or counselors must be issued by the teacher or counselor prior to the beginning of the period. Students are not permitted to “order in” or have food delivered to the cafeteria.

Hallway Rules

All students in the hallways during class time must have a pass indicating their destination. Students should move quietly through the halls and any sitting or loitering in the halls is not permitted. Students found at a place other than their pass destination risk losing their pass privileges.

Library Rules

1. Upon entering the library from study hall, students are to turn their passes in at the front desk.
2. When ready to return to study hall, students must have their passes signed.
3. Students are to return to study hall five (5) minutes prior to the end of the period.
4. There are no rest room, locker or drinking fountain privileges for students in the library.
5. Gum or food is not allowed in the library.
6. Students may not listen to their own cassette tapes or CDs on the players provided by the library.
7. Books are to be checked out for a period of two weeks and may be renewed only one time. As a convenience to the student, overdue notices will be distributed prior to the due date. However, if the student does not receive this notice, it is still the responsibility of the student to return the book on time.
8. Old issues of magazines are for reference work. They are not for browsing purposes.
9. There is to be no loud or disruptive talking.
10. If the librarian is not available, the student librarians are in charge.

11. Magazines may be checked out once for overnight use. The fine on overdue magazines and reference books is \$.05 per class hour.
12. Magazines and the newspaper will not be available on the day before vacation.
13. Each book will have a bar code label on it when it is checked out. There will be a \$1.00 replacement charge for books returned with missing or damaged bar code labels.
14. Students desiring to work on assignments that do not require library resources are to do their work in study hall rather than the library.

Study Hall Rules

1. Study halls have been designated as quiet study halls. The following general rules shall be observed. Individual study hall supervisors may impose additional rules at their discretion.
2. Students are to bring materials that are needed for homework or appropriate reading materials.
3. Activities that disrupt the study hall will not be allowed.
4. Gum, pop or food will not be allowed in study hall without administrative approval.
5. Library passes and passes to other teachers and counselors must be prearranged. Restroom passes may be granted by the study hall supervisor.
6. Seats will be assigned by the study hall supervisor.

Academic Fraud

Academic fraud of any type will not be tolerated and will result in academic consequences as well as possible disciplinary consequences. Academic fraud includes, but is not limited to, cheating and/or plagiarism.

School Bus Rules

1. The driver is in full charge. His/her relationship with students should be on the same plane as that of a teacher. Students should obey the driver at all times. The right of all students riding a bus is conditioned on their behavior and observance of the rules and regulations. Safety demands complete cooperation.
2. Appropriate attempts will be made by the school to remediate negative bus behavior. However, if necessary, it is to be clearly understood that a student's bus privileges may be revoked at any time at the discretion of the principal depending on the frequency and/or severity of the incident(s). **In the event that bus privileges are revoked the following will apply:**
 - A. The principal may revoke a student's bus riding privileges up to 10 days per incident.
 - B. Parents shall be notified of the revocation and the reasons.
 - C. If a student's bus riding privileges are revoked on the morning run, the student will be transported home that day even though bus privileges have been revoked.
 - D. Revoking a student's bus riding privileges does not constitute a suspension from school. Students are required to be in school even though bus-riding privileges have been revoked.
 - E. When a student is serving a bus suspension he/she will not be allowed to use any district transportation.
3. Students must be on time at the designated stops: the bus cannot wait beyond the regular time schedule for those who are tardy.
4. Students must stand at least ten feet away from the traffic lane where the bus will stop. There must be a single file, orderly line.
5. Loading: When pupils must cross the road to reach the bus, the driver, after looking for approaching traffic, signals them to cross. They must cross at least ten feet in front of the bus, and in front of the cross arm. When students do not have to cross the road they will stand 10 feet back and wait for a signal from the driver before they load.
6. Unloading: At all discharge points, where it is necessary for students to cross the highway, students should cross the highway going at least ten feet in front of the bus, and in front of the cross arm to a

point where traffic in both directions may be observed. Students crossing such highway must receive permission from the driver before crossing. All students must remain seated until the bus door is open and bus has come to a complete stop.

8. Students must occupy the seat assigned to them, where applicable.
9. Students must not, at any time, extend hands, arms, feet, or heads out of the bus window. Windows are lowered only to the black line, with permission.
10. While the bus is in motion, students are to remain in their seats. Seat changing while the bus is in motion is not permitted.
11. The EMERGENCY doors are used only for **EMERGENCIES**.
12. Classroom appropriate conduct is expected on the bus. Ordinary conversation is permitted with persons sitting near the student.
13. Students must refrain from unnecessary conversation with the driver.
14. Throwing waste paper or other rubbish on the floor or out the window is not permitted. Discarding refuse materials on highways is contrary to state law and violators are subject to fines.
15. No eating or drinking on the bus is permitted. (Exception: field trips and then permission must be granted by the bus driver).
16. Students must report at once to the driver any damage to the bus. Persons responsible for damage will not be transported until such damage is repaired and/or paid for.
17. The use or possession of illegal substances is not permitted.
18. The use of profane or abusive language will not be tolerated.
19. Weapons or items used as weapons, or explosive materials of any kind are not permitted. All will be confiscated. This includes water guns, knives, fireworks, glass containers, flame creating devices, etc.
20. Animals will not be transported with students on any school bus.
21. No exits shall be blocked.
22. Students shall comply with all safety requirements, including emergency evacuation drills.
23. Flash cameras will not be used on the buses while the bus is in route or moving.
24. Rockridge CUSD #300 buses are equipped with audio and video recording equipment. Students may be recorded while riding school district buses at any time. The audio and video footage may be used for disciplinary purposes.

Students Who Drive

1. Students who drive to school must pay a parking fee of \$50.00 per student per year. Students will be issued a parking pass upon payment of the fee and are required to display the permit in their vehicle while it is parked on school property.
2. Vehicles must be parked in the student parking lot in marked spaces until the student day is over.
3. The student parking lot is the area in the southwest corner of the high school by the south gym. Parking on the grass is not permitted. Failure to park in this area will result in disciplinary action.
4. The speed of any vehicle on school property is not to exceed 15 mph.
5. Students may exit via the north driveway before the buses depart, but must remain stationary once the buses have started to depart from the high school. Students are not permitted to exit at all via the south driveway of the parking lot until AFTER the buses leave.
6. Violation of any of the above rules could result in suspension of driving privileges.
7. A vehicle parked on school property is subject to search by school officials or law enforcement personnel. This rule is in force 24 hours a day.

Lockers

Lockers are school property and should be treated with care. A student may be assessed a fee to cover the cost of locker cleaning or repair. Lockers may be searched by school officials with or without the student's permission at any time.

ROCKRIDGE EXTRACURRICULAR CODE

MISSION STATEMENT

Rockridge High School is dedicated to providing for the overall education of its students and believes this can be best achieved through a blend of academics and extracurricular activities. Rockridge High School shall provide all students the opportunity to participate in extracurricular activities. It should be understood that participation is a privilege and carries with it responsibilities and expectations to represent the individual, the school, and the community with integrity and pride. It is the expectation that extracurricular activities at Rockridge provide the framework and discipline for students to develop decision-making skills and understand the consequences of those decisions. Extracurricular activities combine the principles of good sportsmanship, a healthy lifestyle, and commitment to provide a valuable and enjoyable experience.

CODE OF CONDUCT

The extracurricular programs at Rockridge High School and each participant are subject to rules and regulations as set forth by the Illinois High School Association, Three Rivers Athletic Conference, Rockridge Board of Education, and sponsor or head coach of each program. The following code of conduct for extracurricular activities subject a student to disciplinary action once he/she commits to a program/activity, and this code of conduct will apply year round until a participant's graduation or completion of extracurricular career.

Extracurricular activities are defined as any 9-12 team, drill squad, club, organization, band, chorus, drama troupe or student government representing Rockridge High School sponsored or conducted by the District for students who participate voluntarily and for which no academic credit or grades are earned. Clubs and social organizations are subject to the guidelines of this extracurricular handbook and will take into consideration the entire school year for determining length of suspension from participation.

At any time or at any location, regardless of quantity, a participant shall not:

- Sell, consume, purchase, or possess tobacco.
- Sell, consume, purchase, or possess a beverage containing alcohol.
- Be on the premises where known underage drinking is occurring, with the exception of all venues that are not homes, residences, or dwellings.
- For reasons other than prescribed medicinal purposes, sell, give, possess, purchase or be found to be under the influence of drugs, look-a-like drugs or other harmful chemical substances.
- Possess drug paraphernalia.
- Be involved in, arrested for, and/or convicted of violations of any local, state or federal laws (other than minor traffic violations), such as, but not limited to, major theft, malicious destruction of school or personal property, gross sexual misconduct, attacks on school personnel, carrying weapons, and substance abuse arrest.

The school administration reserves the right to investigate an incident based upon information received indicating a violation in the code of conduct. Any violation of the stated policy will result in the following action:

ALCOHOL, DRUGS, & TOBACCO

First Violation.

Option A: The participant will be suspended from competition for 25% of scheduled and completed contests/performances and participate in a formal assessment by an appropriate outside agency. The student will follow any educational and/or treatment recommendations made by the agency to its conclusion. Progress in this program will be assessed by the Student Assistance Program team. **OR**

Option B: If the student rejects Option A or unsuccessfully completes Option A, the participant will be suspended from practice and competition for 50% of scheduled and completed contests/performances.

Second Violation.

The student will be suspended from practice, competition, and performances in extracurricular activities for one calendar year from the date of the second infraction.

Third Violation.

The student will be suspended from participation in extracurricular activities for the remainder of his/her high school career at Rockridge CUSD #300.

VOLUNTARY ADMISSION OF SUBSTANCE ABUSE

Voluntary admission, in writing, to the Assistant Principal/Athletic Director or head coach, by the student of an infraction involving substance abuse will result in the consequence being reduced by 10%. The purpose of this provision is to encourage the student participant to take responsibility for his/her actions/decisions. The voluntary admission may NOT be used if the rule infraction is already known to the Principal and/or Assistant Principal/Athletic Director. This provision may be used only once during a high school career and for a first offense only.

CRIMINAL VIOLATIONS

Students involved in, arrested for, and/or convicted of a violation of any local, state or federal law (other than minor traffic violations) will be subject to the following penalties based on the severity of the offense and/or recurrence by the offender:

First Violation:

Serious Misdemeanor – the student will be suspended for 25% of scheduled and completed contests/performances.

Felony – the student will be suspended for 50% of scheduled and completed contests/performances.

Second Violation:

The student will be suspended from participation in all extracurricular activities for one calendar year.

Third Violation:

The student will be suspended from participation in all extracurricular activities for the remainder of his or her high school career at Rockridge CUSD #300.

POINTS OF CONSIDERATION

- Head coaches and sponsors have the prerogative to have specific rules for their specific team/organization that compliment this code of conduct, with the exception of the alcohol, drug, and tobacco policy.
- An athlete suspended from practice due to an extracurricular violation is also suspended from any form of weight training, open gyms, or conditioning during the term of the suspension.
- A student must complete the season in good standing where the discipline is being served in order for the consequences to count. (If a student chooses to leave the team/organization, then they have not finished the season in good standing and forfeit any status with the team/organization)
- Reinstatement into any activity will occur only after the suspension and a student and parental conference with the Athletic Director/Associate Principal and/or Head Coach/Sponsor.
- When considering scheduled contests, tournaments will take into consideration the number of games guaranteed in the tournament and count that towards the percentage of games to be suspended.
- In cases where a student has committed a first offense violation in either the alcohol/drug/tobacco section of this Code, if the student chooses option A, he/she will be allowed to practice, but will not be allowed to attend the contests/performances. In addition, the student will turn in their uniform and make a formal apology to the team/organization prior to returning to contests/performances.

- If a student-athlete is suspended from practice at the beginning of the season, he/she will be allowed to participate in tryouts. Suspension from practice will begin upon completion of tryouts.
- There could be incidents of a legal nature at any time that could cause a student to be considered ineligible to participate in extracurricular activities, over and above the penalties listed above, and is subject to consideration by the Extracurricular Review Board.
- Student offenders participating in more than one concurrent extracurricular activity will serve the full consequences of their offense for each activity.

REVIEW BOARD

Within two school days of the initial decision, a student may make a formal appeal to the Review Board concerning the case. Decisions made by the Review Board will be based upon the guidelines set forth by this Code of Conduct and the facts of the case. The Extracurricular Review Board reserves the right to meet concerning any extracurricular code violation. The Extracurricular Review Board shall consist of, but not limited to: the Building Principal, Athletic Director, and a committee of Head Coaches/Sponsors (this will include but not be limited to one coach or sponsor from each season).

ELIGIBILITY

Rockridge High School is a member of the Illinois High School Association and the Three Rivers Athletic Conference. In order to represent Rockridge High School in any interscholastic competition/event, a student must meet all eligibility rules of the IHSA, the Three Rivers Athletic Conference, as well as those of Rockridge High School. A student:

- Must turn in a current physical examination prior to any participation, where necessary
- Must carry school insurance or provide proof of insurance in the form of an insurance waiver signed by the parents/legal guardian.
- Must have a signed medical authorization form on file, where necessary.
- Must have on file the agreement to participate form signed by student and parent/legal guardian, by attending a pre-season meeting prior to the start of practice, where necessary.
- Must pay the activity fee assessed by the school district.
- Must be in attendance at least one-half day to practice or compete unless prior arrangement has been made with the appropriate personnel.

An athlete who quits a sport before the season is over may not join another team until the season of the activity he/she quits is over. This includes any form of training such as weight lifting, open gyms, or conditioning. This rule may be waived by the coach of the sport the athlete quits. When quitting an activity, the student forfeits the opportunity to win any awards. The procedure for dropping an activity is:

- The student must see the head coach of that sport and explain the reason for deciding he/she will no longer participate.
- Return any equipment that has been checked out.

ACADEMIC ELIGIBILITY

Each student must maintain a passing semester grade each week in all classes for the duration of the activity.

- During the first two consecutive weeks that a student is academically ineligible from the same class, he/she will be allowed to practice, but will not be allowed to participate in the contest/performance. He/she will also not be allowed to be on the sideline/bench during contests. He/she is permitted to attend events as a spectator but not wear the team jersey/uniform.
- After two consecutive weeks of ineligibility from the same class (start of the 3rd week) the student-athlete will no longer be allowed to practice.

- After four consecutive weeks of ineligibility from the same class (start of the 5th week), the student-athlete will be removed from the team/activity and no longer be eligible for any post-season awards or letter recognition.
- Eligibility will be checked each Monday morning. Periods of ineligibility resulting from this weekly check will run from Monday through Sunday, inclusive. The entire week of ineligibility must be served – regardless of whether a particular grade is brought up during the week. Grades are checked only once per week for eligibility purposes.

TRANSPORTATION and ATHLETIC TRIPS

Except in unusual circumstances, all trips to athletic contests/performances will be made on a school bus or van. Students are expected to ride to and from contests/performances with the team/organization on the bus. The coach/sponsor may waive this rule when he/she receives a permission form for the students to ride home with his/her parents. If advance notice is given, coaches or sponsors have the prerogative to require their teams/organizations to ride home on the bus. If a participant misses the bus, and drives or gets a ride to the contest site, he/she will not participate in the game or performance. If prior arrangements have been made, parents may request to the athletic director or building administrator for special consideration not to ride the bus.

EXTRA-CURRICULAR ACTIVITY CONFLICT POLICY

The following is a list in hierarchical order from top to bottom. The individual student would participate in the activity that ranks highest on the list. In the event of two events occurring on the same day and they rank on the same level, the extra-curricular committee will meet and decide upon the participation of the interested parties. The extra-curricular committee will be composed of the two affected coaches or sponsors and an administrator.

State/IHSA Organizational Contest

Super-Sectional

Sectional/All District

IHSA Solo/Ensemble Contest

Regional/State Invitational High School Marching Band Championship

Conference/Play/Concerts

Meet/match requirements, dress rehearsals to take precedence over lower events

Non-Conference/Marching Band Competitions/Show Choir

Overnight Events

Single Day Events

Clinics

Practices/Rehearsals

Open Gyms/Weight Training/Conditioning

No coach/sponsor will criticize or try to influence individuals based on the above selection process. There will be no penalties assessed to a student if he/she does not participate in a given event as a result of compliance with this policy. However, should a student choose not to participate in the assigned event then the coach/sponsor may impose penalties as set forth in their handbook.

ORGANIZATIONS/SCHOLARSHIPS

Student Council

The student council is the organization that represents the entire student body. Members and officers are chosen by an application process. Since the student council members are your representatives, it is important that the members are all leaders and persons who are willing to work hard for the betterment of their fellow students and the school. Student Council officers are expected to uphold high standards of good conduct and behavior.

FFA

The FFA chapter is an important part of our high school agriculture program. It is a voluntary organization of students who are enrolled in vocational agriculture. Through FFA the Ag students participate in livestock judging contests, parliamentary procedure contests, attend conventions, show livestock at various fairs and conduct individual Agricultural occupation programs. They also have social activities such as annual parent-and-child banquet. The FFA organization also sponsors and participates in various activities which benefit both the community and the school. The blue and gold colors of the FFA are proudly displayed by any of the members with their blue jackets with gold lettering.

WYSE

WYSE is a society for students interested in math and science. Students selected by the math and science department compete in written competition during the second semester.

French Club

French Club is open to all students currently enrolled in French, as well as past French Club members who wish to retain their membership. The club holds meetings as needed during the activity hour, and has social events throughout the year. Activities vary according to the desires of the current membership. Past activities include being in the homecoming parade, pizza parties, Christmas parties, hosting a school dance, Mardi Gras parties, and a trip to a French restaurant. French Club also does at least one service project during the year.

FCA

FCA is a student based organization with a mission to present to students, athletes, coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

Envirothon

The Envirothon is a national environmental science competition. Students are tested in teams of five over wildlife, soils, aquatics, forestry, and a fifth topic that changes each year. The competition begins at the regional level, with the winning team advancing to the state competition. Most of the preparation for the competition is done outside of school.

Rocket Crew

Pep Club is an organization dedicated to encouraging students and their families to pack the stands at sporting events, promoting positive cheering, and to boost school pride.

Crime Prevention Unit (CPU)

Crime Prevention Unit is a program which involves students, school administration, the media, and the police in the fight against crime on school property. It offers anonymity and cash rewards to students who furnish information leading to an arrest or disciplinary action against the offenders.

National Honor Society

National Honor Society consists of outstanding junior and senior students who excel in areas of scholarship, leadership, character and service. Selection into the society entitles seniors to wear a gold tassel at graduation and to be considered for competition in the NHS academic scholarship program. The selection process is as follows:

At the end of the fifth, sixth, and seventh semester students may fill out an application that they can obtain from the chapter advisor. Along with the completed application, candidates must meet the following qualifications to be considered for admission into the society.

- A. Fifth and Sixth Semester Candidates
 - 1. Cumulative 4.0 grade point average
 - 2. Current involvement in a combination of two school activities or organizations.
 - 3. Signatures of three faculty members recommending admission into NHS.
- B. Seventh Semester
 - 1. Cumulative 3.8 grade point OR be in the top 35% of the class AND have a composite score of 25 on the ACT.
 - 2. Current involvement in a combination of two school activities or organizations.
 - 3. Signatures of three faculty members recommending admission into NHS.

The Rockridge Chapter Faculty Council upon review of all applications will determine final acceptance into the National Honor Society.

French Honor Society

The French Honor Society (SHF - Societe Honoraire de Francais) consists of outstanding French students who have had at least three semesters of French. Induction into the society is based on general scholarship in all subject areas (B- or 2.8 or higher on a 4.0 scale and a cumulative GPA of an A- in all their French coursework). Induction into the French Honor Society takes place during second semester each year.

Tempus Fugit

The high school yearbook is a student publication prepared by mainly upperclassmen. Staff members for the major positions are selected by the advisor. Students may volunteer for certain other positions such as business committee or typists.

Rockridge Academic Awards Program

Rockridge High School sponsors its own Academic Achievement Awards Program that annually recognizes the top ten achievers in each class based on grade point averages. College scholarships are awarded to seniors who excel in the areas of English, Math, Social Studies, Foreign Language, Science, Fine Arts, Business, and Vocational Education. A senior must have a minimum of eight semesters of credit (ten semesters of credit in Fine Arts) and all A's in the subject area of consideration in order to be invited to apply for the Scholarships. Individual departments will choose a first & second place winner from the applications submitted.

MATH--a candidate must have taken the final sequence course of calculus.

SCIENCE--a candidate must have taken eight semesters to include physics.

SOCIAL STUDIES--a candidate must have eight semesters of credit to include U.S. History, American Government, and five (5) courses from the following: World History, U.S. History Elective, Sociology, Psychology, and/or the dual credit courses U.S. History 105 and U.S. History 106.

FINE ARTS--a candidate must have participated in at least ten semesters and at least two of the following: Show Choir, All-District, Jazz Band, Madrigal Choir and/or successfully completed classes in the applied Fine Arts (Introduction to Art).

OTHER DISTRICT POLICIES

Special Education

Rockridge School District #300 provides a full range of special education services and programs to meet the educational needs of exceptional students. Programs are developed to supplement, support, modify or replace the regular program. The special education services include: educable mentally handicapped, learning disabled, behavior disordered, speech and language. Related services are available through a social worker, psychologist and itinerant staff from Black Hawk Co-Op. All services are free of charge to parents. District #300 is a member of the Black Hawk Area Special Education District. This district, in addition to providing itinerant staff aids us in training teachers and testing students. For further information regarding special education programs, procedures, etc., please contact the building principal or Dr. Chester Lien, District #300 Superintendent.

Crisis Management Plan

A Crisis Management Plan exists for Rockridge CUSD #300 and is available for perusal upon request.

Statement of Equal Opportunity

All vocational, educational, and employment opportunities at Rockridge High School are offered without regard to race, color, national origin, sex, or handicap condition. If you have any questions and/or concerns, please contact Katy Hasson, High School Principal, at 309-793-8020.

Asbestos Management Plan

Rockridge School District has an Asbestos Management Plan consistent with regulations listed in the Asbestos Hazard Emergency Response Act. This plan is available at any district administrative office and may be viewed by appointment.

Reciprocal Reporting Agreement

A reciprocal reporting agreement allowing the free sharing of information between the Rockridge School District and the Rock Island County Sheriff's Dept. is on file in the Unit office and may be viewed upon request.

Surveillance Cameras

Surveillance cameras are in use inside and outside the JH/HS complex.

Sex Offender List

The names and addresses of all registered sex offenders in the State of Illinois listed by county are posted for public access on the following website: www.isp.state.il.us/sor/sor.cfm.

Vision and Hearing Screening Notification

Students may have their vision and hearing tested sometime throughout the school year. It may be done with the annual screening required by the State of Illinois, requested by a teacher, or requested by a parent. Parents who do not wish to have his/her child(ren) screened for religious reasons must notify the district in writing of this request before the screening is completed. Please be aware that the vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Students are not required to undergo a vision screening if an optometrist or ophthalmologist has completed and signed a report form that indicates an examination has been administered within the previous twelve (12) months.

Diabetes Care Plan

If a student has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must: a) Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child. b) Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers. c) Sign the Diabetes Care Plan. d) Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the Building Principal.

RHS Fight Song

Hail to Rockridge, always true
King of Three Rivers, RHS
We will back you, king of the prairie
Forward on to victory, RAH!
(Band plays interlude)
FIGHT! FIGHT!
Rockridge High School, fights for fame
Rockridge Rockets, win this game
We will back you, king of the prairie
Forward on to victory, RAH!

Pledge of Allegiance

I pledge allegiance to the Flag
of the United States of America,
and to the Republic for which it stands,
one nation,
under God,
indivisible,
with liberty and justice for all.